

25X1A9a

TRANSMITTAL SLIP		
20 November 1953 (Date)		
TO:	Mr. [REDACTED]	
BUILDING	ROOM NO.	
REMARKS: This statement and justification of mission apparently pertains more to a mail and files operation than to a records management pro- gram. As stated, this office mission should not be changed to records management.		
<i>R</i>		
FROM:	[REDACTED]	
BUILDING	ROOM NO.	EXTENSION
FORM NO. SEP 1946 36-8		16-05268-1 GPO

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TRANSMITTAL SLIP		
12/7/53 (Date)		
TO:	Mr. [REDACTED]	
BUILDING	ROOM NO.	
REMARKS: <u>Under Records Disposal</u> would suggest use of Title "Agency Records Center" in speaking of retiring records. Also, I think requests for reference to material in storage should be centralized in hands of ARO.		
FROM:	[REDACTED]	
BUILDING	ROOM NO.	EXTENSION
FORM NO. SEP 1946 36-8		16-05268-1 GPO

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